

## **Intergovernmental Relations Department for the City of Minneapolis**

The City of Minneapolis Office of Intergovernmental Relations (IGR) is looking for a full-time, temporary intern. The position is for up to six months starting in **January 2015**. It is designed to provide an opportunity to a recent graduate from undergrad or graduate school. Successful applicant will work closely with Intergovernmental Relations staff as they advocate for the City of Minneapolis' legislative agenda at the state legislature. Applicant should have an understanding of the Minnesota State Legislature and an interest in legislative/local government policy issues.

### **Position Information**

Assist IGR staff with implementation of 2015 legislative agenda at the Capitol.

- Track legislative issues before the Minnesota Legislature
- Write/edit reports and newsletter updating and summarizing legislative activities and departmental actions
- Research legislative issues and City policies and initiatives
- Update city elected officials and department heads regarding legislative actions
- Other duties as assigned

### **Requirements to be considered**

- Bachelor of Arts degree required
- Excellent writing skills (may be asked to supply a writing sample)
- Must be able to work full time, including late hours, weekends, and unpredictable schedules
- Superior organization and multi-tasking skills
- Must be self-directed and be able to work with minimum supervision
- Must provide own transportation to and from outside meetings (mileage reimbursement provided)
- Knowledge of Microsoft Office Suite; proficient at internet and other research methods; comfortable using new forms of technology and communication

### **Salary**

\$10.31 up to \$14.60 hourly depending on qualifications; paid parking; mileage reimbursement

### **How to apply**

Send cover letter and resume by **November 14, 2014** to:

Gene.Ranieri@minneapolismn.gov

-or-

Gene Ranieri, Director

Intergovernmental Relations

Room 301M City Hall - 350 S 5<sup>th</sup> St

Minneapolis, MN 55415

For additional information, call the Intergovernmental Relations Office at (612) 673-2043.